

# SC Department of Probation, Parole, and Pardon Services (SCDPPPS)

## Best Management Practices

### Self Assessment

As required by Proviso 89.56, FY 2009 – 2010 Appropriations Act  
For additional details, please see our Annual Accountability Report

Best Practice	Self Assessment
1. <b>Integration of Planning and Budgeting:</b> The Department employs a multi-year strategic planning process that links the planning process with the annual budget review. The Department's strategic plan includes goals and strategies. Functional area action plans and key supporting measures have been established. Budget reviews are linked to the strategic planning process.	In compliance
2. <b>Internal Audit:</b> The Department uses a variety of external and internal checks and balances for its fiscal and programmatic functions. These include financial reconciliation audits and reviews, Human Resource delegation audits, and police officer certification reviews. External and internal audits and review findings are tracked by the Department's Executive Managers and internal auditing function to assure follow-up and compliance.	In compliance
3. <b>Collaboration and Partnerships:</b> The Department demonstrates financially beneficial collaborative efforts with other public entities in the performance of business functions including, as applicable, but not limited to, financial management, energy management, printing and publications, mail service, procurement, warehousing, public safety, security, space utilization, and parking. The Department has formed partnerships with local, state, and national law enforcement and other organizations. These support the state's public safety goals and initiatives, emergency management, security, and homeland defense. Partnerships with other organizations support the sharing of training classes, best practices and related government service improvement initiatives.	In compliance
4. <b>Outsourcing and Privatization:</b> The Department examines opportunities for contracting out various business functions, has performed cost analyses, and has implemented, where economically feasible, cost saving contracts.	In compliance
5. <b>Process Analysis:</b> The Department makes a critical examination of its business processes in an effort to increase productivity, reduce waste and duplication, and improve the quality of services provided to its internal customers. The Department conducts process analysis as part of its strategic planning process, systematic policy development and review process, and annual accountability report preparation process. These analyses serve to increase productivity, reduce waste and duplication, and improve the quality of services provided to the Department's customers.	In compliance
6. <b>Use of Automation and Technology:</b> The Department uses long range planning for improving the use of technology to enhance business processes and takes deliberate steps to implement this technology within budget constraints. An example of this is the implementation of Victim Videoconferencing that allows the SC Board of Parole and Pardons to conduct its hearings via real-time high speed phone lines and victims may attend the hearings via remote video-conferencing at the Charleston and Spartanburg Remote Videoconferencing Sites. Another example is the LiveScan initiative which provides for digital fingerprinting of offenders replacing the less efficient "paper and ink" fingerprinting process. Additionally, the implementation of mobile technology allows Agents to "undock" the desk computer and take it into the field to increase efficiency in supervising offenders.	In compliance

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7. <b>Energy and Other Resource conservation and Management:</b> The Department uses a plan to conserve energy and other resources and has demonstrated positive results from this plan.	In compliance
8. <b>Preventive and Deferred Maintenance:</b> The Department uses a regular program of preventive maintenance to preserve its physical assets and has developed a plan to address overdue maintenance needs for its facilities.	In compliance
9. <b>Alternate Revenue Sources:</b> The Department makes substantial efforts to identify and secure alternate revenue sources (excluding categorical grants for specific purposes) to supplement funds available from state appropriations. The Department continues to pursue federal and other funds, in addition to surplus programs for the acquisition of parts and equipment.	In compliance
10. <b>External Annual Financial Audit Findings:</b> The Department minimizes or avoids all management letter and single audit findings in the annual audit performed or supervised by the State Auditor, especially violations of state law, material weakness, and single audit findings and questioned costs.	In compliance
11. <b>External Review Findings:</b> The Department minimizes or avoids all non-compliance findings related to its business practices in external reviews and audits.	In compliance
12. <b>Long Range Capital Plan:</b> The Department uses a long range (minimum three to five years) capital improvement plan for major capital requirements for its buildings and has, subject to fund availability, begun implementation of the plan.	In progress
13. <b>Risk Management:</b> The Department's external and internal checks and balances and Executive Management Team review process serve to minimize risk.	In compliance (see item #2)